

# Gregory Chempolil Thomas

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A highly focused and self-motivated person seeking a good opportunity to work in challenging and exciting environment. To be an integral part of a competitive work environment, which would help me grow, both on the intellectual and personal front, while contributing to the growth and success of the organization.

## Work Experience:

I have worked as an Audit Assistant with M/s. CA Mammen George & Co., a reputed Chartered Accountant firm located at Chengannur, Kerala, India from 1<sup>st</sup> January 2018 to 30<sup>th</sup> November 2018.

## Responsibilities

- Preparing Trial Balance, Trading & Profit /Loss Account and Balance Sheet.
- Preparing Project Report of the companies for the purpose of loan.
- Verifying Companies books of accounts.
- Verifying Various Financial Statements such as Balance Sheet, Income Statement, Assets and Liabilities Statement and Equity Statement on a quarterly basis and submit report to senior auditor.
- Accounting, Auditing and Vouching.
- Posting Journal entries.
- Checking Bank Reconciliation.
- Calculation of VAT and GST of various companies.

## Academic Details:

- MBA (Finance main & Marketing sub) from Mahatma Gandhi University, in the year 2017. (course completed from Marthoma College of Management & Technology, Kerala, India).
- Bachelor of Commerce (B.Com) in Computer Application from Bishop Abraham Memorial College, Thuruthicaud, affiliated to Mahatma Gandhi University, Kerala, India, in the year 2015.
- Higher Secondary Education passed in the year 2011 from New Indian Model School, Dubai.
- Secondary School Leaving Certificate passed in the year 2009 from Crescent English School, Dubai.

## Events Participated:

- Participated in the Nature Camp conducted by Kerala Forest and Wildlife Department at Chinnar Wildlife Sanctuary, India.

- Participated in National Seminar “Emerging Dimensions in Entrepreneurship” conducted by Marthoma College for Women, Kerala, India.
- Participated in Logistics and Supply Chain Management Awareness course conducted by MCMAT college, Kerala, India.

#### **Areas of Exposure:**

- Committee Coordinator- SCINTILLANTIA 2015, National Level Debate Competition.
- Committee Coordinator– FRATRES 2K16, National Level Management Fest.

#### **Skills:**

##### **IT Skills**

- Well versed with MS Office (Word, Excel and PowerPoint) and Internet Applications.
- Tally.
- QuickBooks.
- Typing (35 WPM).

##### **Personal Skills**

- Maintains High Levels of Integrity and Accuracy.
- Problem Solving.
- Good Team Player.
- Maintains Discipline and Responsibilities.

#### **Personal Details:**

**Date of Birth** : 22<sup>nd</sup> April, 1993

**Nationality** : Indian

**Religion** : Christian

**Marital Status** : Single

**Language Proficiency** : English, Malayalam

**Passport Details** : No. T 5588934 (Valid up to: 06-06-2029)

**Visa Status** : Visit. Valid up to: 20-05-2020(Extended till 31-12-2020)

#### **Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

GREGORY C THOMAS